UNIVERSITY STAFF SENATE EXECUTIVE BOARD MEETING
Magnolia Room, Morris University Center
February 20, 2020 – 9:00am
Approved Minutes

The regular meeting of the University Staff Senate Executive Board was called to order at 9:00am on Thursday, February 20, 2020 in the Magnolia Room of the Morris University Center by President Toberman.

Present: Ian Toberman, Collin Van Meter, Cindy Cobetto, Domonique Crosby (also proxy for Angela White), Mark Ferrell, Melanie Schoenborn
Excused: David Balai, Gretchen Fricke

APPROVAL OF MINUTES:
The minutes for the January 16, 2020 meeting were approved as written.

REPORTS AND UPDATES:
SIU System President Dr. Dan Mahony will be on campus March 5. The Faculty Senate invited the new President and Board of Trustees members J. Phil Gilbert and Ed Hightower to their meeting, and the Board of Trustees members deferred. Dr. Mahony initially thought his schedule would not allow it, however he arranged to attend the meeting. He will be meeting with the campus constituency heads in the morning, and the constituency heads have been invited as guests to the Faculty Senate meeting at 2:30pm. The Faculty Senate meeting is open to all attendees, however questions should be submitted to Toberman. Balai will run the March Staff Senate meeting as Toberman will be at the constituency head meeting with Dr. Mahony.

The President also reported that the Faculty Association is calling for all new money to come to SIUE and not be split. Tuition and fees will be flat with the hope that the Governor will increase higher education funding across the board. Toberman is working with the Faculty Senate to hold the Board of Trustees accountable and invite them to campus.

The Fund-Raising Committee is working on the necessary paperwork for the bingo license. October 9, 2020 is the confirmed date. The Fraternal Order of Police have reached out with an offer to pay for the license if the Staff Senate is willing to share the license for their event.

The Library and Information Services Dean Search has started Zoom interviews, which will be reviewed on March 4. In-person meetings with 3-4 candidates are planned for late March/early April.

There were no other reports.

UNFINISHED BUSINESS:
The draft document for Search Committee Guidelines are still being worked on and will be sent out to the Executive Board.
Vacancies were acknowledged and will continue to be considered.

NEW BUSINESS:
There was discussion about the Staff Senate Scholarship application essay definition language, and Schoenborn provided a handout offering definitions of “essay” that is attached. Question elements and expectations were reviewed. The Scholarship Committee will put together the question and instructions, then submit them to the Staff Senate Executive Board to review. The Summer scholarship opens on April 1.

The Diversity Council is a constituency-type body for diversity affairs. The Academic Affairs subcommittee has representatives from all schools plus representatives from the Senates. Toberman is Chair of the Employee Affairs subcommittee, and the Diversity Initiatives Committee Chair and Staff Development and Well-Being Committee Chair are standing members. There will be categories for different operating areas such as Dining Services and trades, but it will not be populated only by Senators as it is a Diversity Council body.

Toberman requested a change of the June meeting date from June 4 to June 11 as there is a pre-Springboard Honors Event that day. It will be brought up at the March meeting for approval.

ACTION ITEMS:
Toberman has received requests for appointments to the Director of Financial Aid, Director of Retention and Student Success, and the Assistant Provost for Academic Equity and Inclusive Excellence Search Committees. The Staff Senate Executive Board must approve the appointments, however names are still being confirmed. A special meeting will be called before the Staff Senate meeting in order to approve the appointments.

ANNOUNCEMENTS:
There were no announcements.

FUTURE AGENDA ITEMS:
There were no future agenda items.

PUBLIC COMMENT:
The Degree Completion Award for the 2020/2021 academic year has been announced, and people are encouraged to apply and finish their degree.

The holiday schedule for FY21 was published. There was a discussion about leaving early the day before winter break being a past practice for represented employees.

ADJOURNMENT:
The meeting adjourned at 10:13am.

Submitted by Anne Hunter, University Governance
I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. REPORTS AND UPDATES
IV. UNFINISHED BUSINESS
   a. Search Committee Guidelines
   b. CSN98 Vacancy
   c. CSOR1 Vacancy
V. NEW BUSINESS
   a. Scholarship Application Essay Definition Language
   b. Diversity Council Update
   c. June Meeting Date
VI. ACTION ITEMS
VII. ANNOUNCEMENTS
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT

Next regularly scheduled meeting will be Thursday, March 19, 2020 at 9:00am in the Magnolia Room, MUC.
Next regularly scheduled Staff Senate meeting will be Thursday, March 5 at 9:00am at the East St. Louis Center.
USS SCHOLARSHIP COMMITTEE QUESTION EXPLANATION 2/20/2020

From the application:

- Write an essay explaining why you believe you should receive the <name of scholarship>.
  - Tooltip Text: Do not include identifying information such as your name or the name of your family member as applications are reviewed blind. Please include your goals and/or area of study. Essays are rated on the degree to which the question is addressed as well as spelling, grammar, punctuation, articulation, style, content, and the expression of background, self-confidence, and personal abilities.

From: The SAGE Encyclopedia of Online Education

In the most general sense, an essay is a short piece of writing on a single topic. Those who write essays might consider them explorations—sometimes a recounting of personal experience and other times an objective presentation of research or an argument. The five-paragraph essay has been a standard school assignment, as it can be productively taught and learned in writing courses. Teachers of required writing courses in colleges and universities might instruct students in the conventions of the academic essay genre: (contextualizing introduction; debatable, nonobvious thesis; paragraphs with topic sentence, evidence, concluding sentence, and transitions from sentence to sentence and from one paragraph to the next; and conclusion that provides closure but does not simply repeat the introduction).

In online environments, the essay has lost some of its formal structure and become more commonly a piece of writing on a topic that might appear as a blog entry, comment to a news article, forum post, or status update. Online essayists employ writing strategies and write with a purpose since those who write online tend to consider audience more carefully, as a consequence of easily accessible audience data, than did those who wrote essays for school assignments or for print publications in the past. In online education contexts, teachers might assign a high-stakes, long-form research or argument essay; however, on a daily basis, students might write low-stakes essays that appear as responses to reading or to content-specific prompts, discussion posts, comments on peers’ writing, or journal entries. These low-stakes writing exercises, facilitated by online learning tools, represent the essay not as a finished product but as writing that draws on collaborative and process-oriented approaches.

From: Encyclopedia Britannica (online) definition -

**Essay**, an analytic, interpretative, or critical literary composition usually much shorter and less systematic and formal than a dissertation or thesis and usually dealing with its subject from a limited and often personal point of view.
From: *The New Dictionary of Cultural Literacy, Houghton Mifflin* definition –

**essay** A short piece of writing on one subject, usually presenting the author's own views. Michel de *Montaigne*, Francis *Bacon*, and Ralph Waldo *Emerson* are celebrated for their essays.


**Definition** -

**essay** (n.) an analytic, interpretative, or critical literary composition usually much shorter and less systematic and formal than a dissertation or thesis and usually dealing with its subject from a limited often personal point of view

**New Question:**

Why do you believe you should receive this scholarship? Explain in an academic essay (an analytical, interpretative or critical literary composition of paragraphs including personal evidence and closure).

*Include the tooltip text which gives them the steps to create a good academic essay in the last sentence.*